



Pretrial Officer I

Details

Job ID : 283

Title : Pretrial Officer I

Job Code : 701

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- Pretrial Services

Purpose

RESPONSIBLE FOR CONDUCTING INTERVIEWS AND ASSESSMENTS WITH DEFENDANTS, MAKING RECOMMENDATION FOR PRETRIAL RELEASE WITH SUPERVISION AND DIVERSION.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Required Knowledge

- KNOWLEDGE OF COURT SYSTEM, SUBSTANCE ABUSE OR RELATED COMMUNITY RESOURCES.
- EXPERIENCE AS FOLLOWS MAY SUBSTITUTE FOR DEGREE: EXPERIENCE WITH A SOCIAL SERVICE AGENCY, COURT AGENCY, SOCIAL WORK OR TREATMENT/CASE MANAGEMENT WITH COURT PROGRAMS, MENTAL HEALTH OR SUBSTANCE ABUSE FIELDS.

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Duties

- INTERVIEW DEFENDANTS IN JAIL WITHIN 12 HOURS OF INCARCERATION
- COMPLETE REQUIRED ASSESSMENTS
- MAKE RECOMMENDATION TO TRIAL COURTS FOR PRETRIAL RELEASE WITH SUPERVISION AND DIVERSION
- MONITOR COMPLIANCE FOR CLIENTS RELEASED WITH CONDITIONS OR REFERRED TO DIVERSION
- MONITOR COMPLIANCE WITH CONDITIONS OF CONTRACT
- SUBMIT DETAILED WRITTEN REPORTS TO THE APPROPRIATE ENTITIES
- KEEP STATISTICS FOR THE PREPARATION OF MONTHLY REPORTS
- BROKER COMMUNITY RESOURCES FOR DIVERSION AND CONDITIONAL RELEASE
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- SOME TRAVEL IS REQUIRED
- APPEAR IN COURT AS NEEDED
- PREPARE AFFIDAVITS OF INDIGENCY FOR THE COURTS